



## **Office of Protection & Advocacy for Persons with Disabilities Protection and Advocacy Program Director**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Agency Employees  
**Location:** 60B Weston Street, Hartford, CT 06120  
**Hours:** 40 Hour Work Week  
**Salary:** \$81,106 - \$102,212 (SH28)  
**Closing Date:** October 2, 2015

The Office of Protection & Advocacy is seeking a results-oriented team player with demonstrated leadership, communication and interpersonal skills for a Protection and Advocacy Program Director position located in Hartford.

### **This position is responsible for:**

Directing staff and operations of the PAIMI/PADD/PATBI Unit and Special Education Advocacy; coordinates, plans and manages division activities; formulates program goals and objectives; meets with the PAIMI Council, interprets and administers pertinent laws; evaluates staff; prepares or assists in preparation of division budget and Federal Grant application; maintains contacts with individuals outside division who might impact on program activities; prepares agency reports; works with other organizations or agencies to ensure that needs of the disabled are effectively represented; assembles and analyzes client data as a basis for recommendations for systemic changes to legislators, agency Commissioners, task forces, etc.; negotiates, drafts and monitors contracts with non-profit advocacy agencies; may make presentations before lay and professional groups; performs related duties as required. This position will also maintain a full case load and participate in Medication Hearings.

### **Required Skills:**

- Experience writing annual program performance reports for federal grantors.
- Experience with organizing, scheduling, and participating on federal grant mandated advisory councils. Knowledge and experience writing and presenting training curriculums for families and advocates in special education.
- Experience organizing, planning and implementing statewide conferences as an interagency partner focused on prevention of restraint and seclusion.
- Experience supervising staff of two or more advocacy programs on a daily basis.



**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles, techniques and procedures of advocacy for persons with disabilities including citizen advocacy; considerable knowledge of needs of persons with disabilities in areas such as residential placement, vocational rehabilitation and development of community living skills as well as general services; considerable knowledge of legal rights of persons with disabilities; considerable interpersonal skills; considerable oral and written communication skills.

**EXPERIENCE AND TRAINING:****General Experience:**

Eight (8) years of experience providing rehabilitation and habilitation services or advocacy services to persons with disabilities

**Special Experience:**

One (1) year of the General Experience must have been in an administrative or supervisory level with responsibility for a professional staff or comparably qualified volunteers.

**Substitutions Allowed:**

1. College training in rehabilitative services, special education, social work or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in rehabilitative services, special education, social work or a closely related field may be substituted for one (1) additional year of the General Experience.
3. For State employees, two (2) years of experience as a Human Services Advocate, Protection and Advocacy Investigator, Community Advocacy Specialist or a professional performing comparable functions within the Office of Protection and Advocacy may be substituted for the General and the Special Experience.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, the last two service ratings and a State Application (HR-12) for Employment (this can be found at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES/BEST**  
**55 Farmington Avenue**  
**Hartford, CT 06105**  
**Fax# (860) 622-2617**  
**lorraine.vittner@ct.gov**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.